

AT A REGULAR MEETING OF THE CULPEPER COUNTY BOARD OF SUPERVISORS HELD IN THE BOARD ROOM, LOCATED AT 302 N. MAIN STREET, ON WEDNESDAY, AUGUST 1, 2006.

Board Members Present: **John F. Coates, Chairman**
 Steven E. Nixon, Vice-Chairman
Larry W. Aylor
William C. Chase, Jr.
Sue D. Hansohn
Brad C. Rosenberger
Steven L. Walker

Staff Present: Frank T. Bossio, County Administrator
J. David Maddox, County Attorney
Valerie H. Lamb, Finance Director
John C. Egertson, Planning Director
Paul Howard, Director of Environmental Services
Peggy S. Crane, Deputy Clerk

CALL TO ORDER

Mr. Coates, Chairman, called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE TO THE FLAG

Mr. Walker led the Board and the audience in the Pledge of Allegiance to the Flag.

APPROVAL OF AGENDA - ADDITIONS AND/OR DELETIONS

Mr. Frank Bossio, County Administrator, asked that the following changes be made to the agenda:

Under **CONSENT AGENDA**, add Item d. Consideration of Resolution to Request Water Services from the Town of Culpeper pursuant to Agreement dated June 3, 2003; and

Under **GENERAL COUNTY BUSINESS**, delete **AWARD OF CONTRACT**. The Board will consider awarding the contract for Architectural Services for the Airport Terminal Design to Studio Ammons.

Mr. Nixon moved, seconded by Mr. Aylor, to approve the agenda as amended.

Mr. Coates called for voice vote.

Ayes - Aylor, Chase, Coates, Hansohn, Nixon, Rosenberger, Walker

Motion carried 7 to 0.

APPROVAL OF MINUTES

The minutes of the July 5, 2006 regular meetings were presented to the Board for approval.

Mrs. Hansohn moved, seconded by Mr. Nixon, to approve the minutes as presented.

Mr. Coates called for voice vote.

Ayes - Aylor, Chase, Coates, Hansohn, Nixon, Rosenberger, Walker

Motion carried 7 to 0.

CONSENT AGENDA

Mr. Bossio reviewed the following Consent Agenda items with the Board:

- a. The Board will consider approving a budget amendment for the Department of Economic Development for additional funds for the Business Tax Training Credit Program in the amount of \$107,892.56. The additional funding will come from the General Fund.
- b. The Board will consider acceptance and appropriation of a grant for the Sheriff's Office from the Department of Criminal Justice Services for an Auto Theft Deterrent Program in the amount of \$3,292. State \$2,469; local match of \$823 from the Sheriff's Operating budget. The grant funds will be used to purchase a PDA computer and VIN check software.
- c. The Board will consider a request from the Office of Emergency Services to apply for a grant through the Virginia Department of Health, Office of Emergency Medical Services, for a 50/50 grant for one type III ambulance. The cost of the ambulance is \$120,000. State \$60,000; local share \$60,000.
- d. The Board will consider a Resolution to Request Water Services from the Town of Culpeper pursuant to Agreement dated June 3, 2003

Mr. Nixon moved, seconded by Mr. Aylor, to approve the Consent Agenda as presented.

Mr. Coates called for voice vote.

Ayes - Aylor, Chase, Coates, Hansohn, Nixon, Rosenberger, Walker

Motion carried 7 to 0.

GENERAL COUNTY BUSINESS

SPECIAL PRESENTATION - BUSINESS TAX TRAINING CREDITS PROGRAM

Mr. Carl Sachs, Economic Development Director, provided a brief description of the Business Tax Training Credits Program. He explained that the Board of Supervisors adopted Article 13 of the Culpeper County Code approximately two years ago which provided tax incentives to existing and new businesses making sizeable investments in Culpeper. He stated the first three recipients were Ms. Sylke Neil, Vice President, Euro-Composites; Mr. Michael Hardman, Plant Manager, Structural Systems; and Mr. Jeff Scott, Production Manager, Continental Teves. He asked the recipients to come forward.

Mr. Coates presented checks to Ms. Neil, Mr. Hardman and Mr. Scott on behalf of the Board and thanked them for the contributions they had made to the community.

FY '07 APPROPRIATION RESOLUTION

Mr. Bossio stated that the Board had appropriated 25 percent of the FY 2006-07 budget in June because the State had not approved its budget as of that time. He said the State budget for FY 2007 had now been approved, and a resolution was before the Board for appropriating the remaining 75 percent.

Mrs. Valerie Lamb explained that the School System learned that as a result of the State's new biennium spending plan, they would be receiving an approximate \$30,000 reduction in State revenue. The School System also learned from the Virginia Retirement System the rate they had used in the budget was high. She said these two actions represented an approximate \$340,000 reduction in the instructional area of spending, and that amount had been reflected in the 75 percent appropriation. She noted that the Department of Human Services had received a reduction in Day Care and Head Start funding, which had also been deducted from the 75 percent appropriation.

Mr. Chase asked whether the \$340,000 reduction would go into the General Fund. Mrs. Lamb stated that it would go into the General Fund because it was a reduction in the School System's local appropriation.

Mr. Chase moved, seconded by Mrs. Hansohn, to approve the Appropriation Resolution for the remaining 75 percent of the FY 2006-07 budget.

Mr. Walker stated he was under the impression that the School System would be receiving \$30,000 additional dollars instead of a reduction. Mrs. Lamb replied that Mr. Jeff Shomo, School Board Finance Director, confirmed there was a \$30,000 State reduction which would be taken from the instructional side of their budget.

Mr. Coates called for voice vote.

Ayes - Aylor, Chase, Coates, Hansohn, Nixon, Rosenberger, Walker

Motion carried 7 to 0.

AWARD OF CONTRACT [Deleted]

~~The Board will consider awarding the contract for Architectural Services for the Airport Terminal Design to Studio Ammons.~~

PRESENTATION OF PARKS AND RECREATION NEEDS ASSESSMENT

Mr. John Barrett, Director of Parks and Recreation, reported that the Parks & Recreation Advisory Committee met last year and approved a needs survey to collect data from the residents of Culpeper regarding parks and recreation needs. He said that quotes were solicited from four colleges: George Mason University, Virginia Tech, Virginia University, and James Madison University. He explained that colleges were solicited in order to provide students with research experience and to reduce funding necessary for the survey. He said that after review,

Virginia Tech was selected based upon its response, material provided to address questions and the fee requested. He stated that the project began in October 2005, the final research was completed in April 2006, and the results were then reviewed by the Advisory Committee. He noted that the interesting conclusion of the survey was that the three priorities were (1) a community pool, or a community center with an indoor pool; (2) an indoor pool; and (3) walking trails.

Mr. Barrett introduced Ms. Kim Watson, a Landscape Architect from Virginia Tech, who had worked in various capacities of Virginia Tech's Community Design Assistance Center.

Ms. Watson explained that the goal of the project was to obtain community input on both current perceived needs and the community's priorities for future investment. She stated that the methodology used for the project was primarily a mail-in survey, which had been included in the distribution of the *Culpeper Minutes* to approximately 18,000, together with a supplemental phone survey to 150 households. She said approximately 207 responses were received from the mail survey and 23 people completed the phone survey. She acknowledged that the response rate was low, but the survey responses for the news survey provided representation from the different districts: 20 percent from Catalpa; 12 percent, Cedar Mountain; 14 percent, Jefferson; 15 percent, Salem, 9 percent, Stevensburg; 10 percent, East Fairfax; and 19 percent, West Fairfax. She stated the primary findings were: (1) The majority of respondents, primarily on the mail-in survey and some from the phone survey, indicated there was not enough publicity about current recreational offerings; (2) there was general support for the commitment of tax dollars/revenues for the creation of new recreation facilities and programs; and (3) the most desired activity/facility in which to invest were pools and walking/biking trails.

Ms. Watson noted that the results had been grouped into four categories: (1) "Perception and Use of Parks" which included Spilman Park, Galbreath/Marshall basketball court and multipurpose field, and Parks & Recreation facilities overall; (2) communications; and (3) support of Investment. She noted that 92 percent of the respondents were supportive of investing tax dollars for parks and recreational facilities in the future; specifically for a community pool, walking/biking trails, acquisition of land for parks, recreation programs and outdoor facilities.

Ms. Watson stated that Parks & Recreation program strengths were perceived to be the variety of programs, the many ages involved, children's activities, the Parks & Recreation staff, affordable pricing, and the integration of the community. She noted that weaknesses noted were the lack of a pool; a need for more activities, ideas, and programs; the lack of publicity; the need for better and larger facilities; better diversity of scheduling during evening and weekends

for those who work; more programs were needed for seniors and for youth to middle-aged adults; and more affordable programs. She also noted that in one of the open-ended questions, the need for river access was indicated for future investment priorities.

Ms. Watson emphasized that Parks & Recreation was trying to identify the needs of the residents in areas that should be preserved so they could anticipate and direct future growth.

Mr. Nixon asked whether 18,000 surveys had been mailed to individual households and whether a one percent response rate was considered to be normal. Ms. Watson replied that the 18,000 surveys were not mailed to individual households, but were tucked into the *Culpeper Minutes*. She stated that a one percent response was considered to be low, but the reason the surveys were transmitted in this manner was to save mailing costs.

Mr. Chase suggested that perhaps residents threw the *Culpeper Minutes* away without realizing the surveys had been included. Ms. Watson agreed that was possible since the surveys were the same color as the newsletter.

Mr. Walker stated it was interesting that one of the investments that the population seemed to support was river access. He noted that the Board had been working on a scenario with regard to river access, but no further mention had been made in the survey about what residents were seeking. Ms. Watson stated that the only question that elicited mention was in an open-ended question where 30 activities were listed and residents could check every activity or facility in which they would be willing to invest in future planning. Fifty percent of the residents who responded checked river access.

Mr. Nixon asked whether any suggestions were made as to how more publicity could be provided on activities available for recreation. Mr. Barrett replied that the main focus for publicity had been through the *Culpeper Minutes*, TV Channel 21, the local newspapers, and the County's web page. He added that one of the staff members also delivered copies of the newsletter to grocery stores or gasoline stations at the boundaries of the County for nonresidents' information. He said consideration was being given to including the Parks & Recreation's telephone number or other pertinent information on Wal-Mart bags or bags from other stores. He felt also that other groups or organizations could be used to get information out to their participants.

Mrs. Hansohn suggested that Parks & Recreation partner with the School System and include information on the School's web site because parents visit that site frequently to see what was going on in the School System. Mr. Barrett agreed that would be an excellent partnership.

Mrs. Hansohn stated she was not surprised that the number one need was a community pool, but she felt a lot of citizens would also like to access the rivers for recreational purposes. Mr. Barrett agreed that more focus could be placed on that resource. Mrs. Hansohn noted that there was a possible donation that might provide river access for recreational use.

Mr. Coates thanked Ms. Watson for her comments and expertise.

No action necessary.

Mr. Coates announced that **CONSIDERATION OF RAPPAHANNOCK-RAPIDAN COMMUNITY SERVICES BOARD AND AREA AGENCY ON AGING (RRC SB-AAA) 2007 PROGRAM** would be passed over since it was scheduled for 11:00 a.m.

AWARD OF CONTRACT

Mr. Paul Howard, Director of Environmental Services explained that under the agreement with Centex Homes for the Clevengers Village project, the County was responsible for building an elevated water storage tank to serve that development and the existing South Wales Subdivision. The County had originally planned to build two tanks, but during preparation of the Master Water and Sewer Plan, it was determined that one 750,000 gallon tank would meet the needs of the Subdivision and Clevengers Corner. He stated there were two tank construction possibilities at that size that were cost competitive: One was a composite tank that had a concrete pillar with a steel tank on top; and the other was a pedesphere metal tank that was all steel resembling a golf ball on top of a tee. He said an RFP was issued to obtain quotes on both the steel and composite tanks and it required a qualification statement from the bidder that he/she had at least 10 years of experience building elevated steel tanks and four years for composite tanks, and at least five tanks at equal or larger size and in service for at least five years. The intent was to obtain an experienced contractor for either type of tank. He stated that bids were received July 13 from Landmark Tank, Pittsburg Tank & Tower Company, CB&I and Caldwell Tanks. He said that Pittsburg Tank was the low bidder at \$1,345,900 for building a composite tank, but they had been disqualified because they did not acknowledge receipt of the two addenda issued by the County and did not meet the experience qualifications requested in the bid. He stated that the second low bidder was Caldwell Tanks, Inc., with an approximate \$30,000 difference. An alternate had been included in the bids for a tnenic painting system, which was a special type of paint for the exterior of the tank and the cost difference comparing the base bid and the alternate for both was approximately \$18,000. He said that staff was recommending that the Board award the contract to Caldwell Tanks for the steel pedesphere tank, including the alternate for painting.

Mr. Chase asked why the addendums were not sent to the bidders via registered mail to ensure they were received and acknowledged. Mr. Howard replied that sending them registered mail ensured they reached the company but not necessarily the appropriate individual. Mr. Chase suggested that registered mail be considered for future mailings.

Mr. Nixon asked for clarification regarding the disqualification of Pittsburg Tank. Mr. Howard explained that in addition to not acknowledging the addendums, they did have experience in building composite tanks for at least ten years, but did not have at least five tanks at equal or larger size in service for at least five years.

Mr. Nixon asked whether staff preferred the steel pedesphere tank over the composite tank. Mr. Howard replied there was no preference for one over the other except for price.

Mr. Nixon moved, seconded by Mrs. Hansohn, to award the contract to Caldwell Tanks.

Mr. Coates called for voice vote.

Ayes - Aylor, Chase, Coates, Hansohn, Nixon, Rosenberger, Walker

Motion carried 7 to 0.

Mr. Coates recessed the meeting at 10:40 a.m.

Mr. Coates called the meeting back to order at 11:00 a.m.

Mr. Coates recognized Mr. Thomas Washburn, a Boy Scout with Troop 198 who was working on his citizenship badge and thanked him for his interest in County government.

CONSIDERATION OF RAPPAHANNOCK-RAPIDAN COMMUNITY SERVICES BOARD AND AREA AGENCY ON AGING (RRCSB-AAA) 2007 PROGRAM

Mr. Brian Duncan, Executive Director, was present to discuss the Fiscal 2007 Program Plan for RRCSB-AAA. He thanked Mr. Coates for his remarks at the recent opening of the 23-unit apartment development for seniors located on Saunders Street. He acknowledged the presence of the County's appointees to the RRCSB-AAA Board of Directors: Mr. Richard Goff, Ms. Eileen Peet and Ms. Carol Bouthilet.

Mr. Duncan reported that the RRCSB-AAA provided services to approximately 1,500 Culpeper residents in the areas of mental health, mental retardation, substance abuse and aging, as well as providing transportation services to the various programs. He noted that steps would be taken in the coming year to reduce wait times for nonemergency assessment and counseling by evaluating the access system and adding direct service providers; decentralizing services to increase available options for substance abuse services; upgrading training programs and increasing staff in some areas, such as children's treatment services; and collaborating with the Aging Together partnership to expand service options and advocating for funding and volunteer support.

Mr. Duncan reviewed several slides regarding the types of services received by Culpeper residents; sources of revenue, such as fees charged based on the ability to pay, most of which were paid by the Virginia Medicaid program; and a breakdown of how funds were expended. He explained that the RRCSB-AAA would be opening an adult day care program in late fall in a rented property on Eggbornsville Road, with the hope that the agency could collaborate with the County in operating the program in a County building in the future. He reminded the Board that the Boxwood rehab facility was being relocated to a site on Route 29 with a completion date in late fall. He stated that the Governor's Initiative provided \$630,000 in funds to move individuals from State programs to community programs in Culpeper and the four surrounding counties.

Mr. Duncan stated he was requesting the Board's approval of the RRCSB-AAA Fiscal 2007 Program Plan and a borrowing resolution for \$4.2 million for continued development of the Boxwood Treatment Program. He stated that the Board had previously approved a \$3.2 borrowing resolution, but additional funds would be required due to increased costs for acquisition of the land and development of the facility.

Mr. Walker moved, seconded by Mr. Aylor, to approve the RRCSB-AAA Fiscal 2007 Program Plan.

Mr. Coates called for voice vote.

Ayes - Aylor, Chase, Coates, Hansohn, Nixon, Rosenberger, Walker

Motion carried 7 to 0.

Mr. Walker asked what was the Board's direct relationship regarding the payback of the funds being borrowed for the Boxwood facility. Mr. Duncan replied there was no direct relationship, but State law that created the Community Services Boards provided no borrowing authority outside of what was granted by its government bodies. He pointed out that the Board could include language in the resolution that the County was not financially liable for the payback of the funds.

Mr. Bossio pointed out that the borrowing resolution would impact the \$10 million bank-qualified financing, but with the five-county split, the actual request was for \$840,000 per locality, and increase from the previously approved \$640,000 per county.

Mr. Nixon moved, seconded by Mrs. Hansohn, to approve the borrowing resolution for the Boxwood Treatment facility.

Mr. Coates called for voice vote.

Ayes - Aylor, Chase, Coates, Hansohn, Nixon, Rosenberger, Walker

Motion carried 7 to 0.

NEW BUSINESS

COMMITTEE REPORTS

RULES COMMITTEE REPORT - JULY 11, 2006

Mr. Walker reported that the Rules Committee met and had several items to bring forward:

1. Recommending to approve a Deputy 1 position for the Commissioner of Revenue's Office utilizing Compensation Board funds and supplementary County funds.

Mr. Walker moved to approve a Deputy 1 position as recommended by the Rules Committee. He stated that he would like to add to the motion coming out of the Rules Committee to approve the position utilizing the Compensation Board funds and to review the supplementary County funds necessary at the six-month point in December to determine the exact amount of County funds necessary to supplement the position. He added there had been some procedural changes from the normal procedures in having a job description prepared by a particular department and reviewed by the Human Resource Department for proper classification. He said the position was awarded as of July 1.

Mr. Chase asked how much money was involved. Mr. Bossio replied that the State Compensation Board had authorized \$36,758.80 for a midpoint grade 2, including health insurance, FICA, etc., would reimburse the County \$20,898.75, which would leave an approximate \$15,860 to be supplemented by the County.

Mr. Chase stated he did not understand why the State Compensation Board would tell the County it needed a certain position but not paying for it entirely.

Mr. Chase said he would second Mr. Walker's motion, but he did not understand why the position did not go through the normal procedures. Mr. Walker stated the request was brought before the Rules Committee, and he was not sure why it did not go through the normal procedures. Mr. Chase asked whether the position would go through the normal procedures before December. Mr. Walker stated that it would.

Mr. Nixon asked whether the motion was to approve the position, but not the additional funding until December. Mr. Walker stated that was correct.

Mr. Bossio added that the intent was to hire somebody as quickly as possible and use the money left in the Commissioner of the Revenue's budget and by December he would know how much would be needed from the General Fund. Mr. Walker agreed that by December, there might be a need for only \$5,000 to \$7,000 to be appropriated from the General Fund because the Business Auditor vacancy had not been filled.

Mr. Nixon asked whether the \$15,860 was based on a year's funding for that position.

Mr. Bossio stated that it was.

Mr. Chase asked how the position would be funded next year. Mr. Bossio replied that it would be exactly the same: The State Compensation Board would fund \$20,000 and the Board would fund whatever the increases were in that position. Mr. Chase stated he would like to see the position go through the normal procedures and suggested that perhaps a temporary person could be hired without paying benefits.

Mr. Coates pointed out that the position was a typical State position with all the benefits whether it was funded now or in December.

Mr. Bossio stated that Mr. Walker had pointed out that dollars might be available within the Commissioner of the Revenue's budget to fund the position for the balance of the year. He said that next year's salary would be \$36,758 plus benefits and any increases, and the Board would be responsible for \$15,860 plus the additional.

Mr. Aylor stated that he understood the motion to be that the Board would move forward with filling the position as soon as an appropriate candidate was found.

Mr. Rosenberger asked whether it was correct that any unused money in the Commissioner's budget would revert to the General Fund in any event and could not be used for anything other than personnel within that budget. Mr. Bossio replied that the money could be moved by request, but the point was that any unused funds in the Commissioner's budget would be used prior to pulling money from the General Fund and any remaining funds in that budget would be returned to the General Fund as of June 30.

Mrs. Hansohn urged that the budget process be followed for any requests in the future.

Mr. Coates called for voice vote.

Ayes - Aylor, Chase, Coates, Hansohn, Nixon, Rosenberger, Walker

Motion carried 7 to 0.

2. Recommending to accept the NACo Prescription Drug Discount Card Program.

Mr. Walker asked Ms. Sheila Farmer-Dumas, Risk Manager, to discuss the NACo Prescription Drug Discount Card Program.

Ms. Farmer-Dumas stated that the Board had for its consideration a contract with NACo through July 2008 to participate in the Prescription Drug Card Program. She explained the program was not for the employees of Culpeper County, but specifically for County's citizens who did not have prescription drug card coverage or were uninsured to have access to pharmacies within Culpeper County to receive discounts on their medications.

Mr. Nixon asked whether there was any charge to the County. Ms. Farmer-Dumas

assured him there was no charge to the County or to the citizens, and there were no fees or costs associated with the card. She said that citizens did not have to sign up for the program, but the County would be receiving coupon cards similar to credit cards for citizens to pick up throughout the County at various locations and take them to the pharmacies to receive discounts on a 30-day supply of their medications. She added the only paperwork for the citizens would be if they required a mail-in application.

Mr. Chase moved, seconded by Mr. Nixon, to accept the NACo Prescription Drug Discount Card Program.

Mrs. Hansohn asked whether citizens who already had health insurance or prescription coverage could use these cards. Ms. Farmer-Dumas replied that the card could not be used for double coverage. Mrs. Hansohn pointed out that some prescription cards did not pay for certain medications, and at that point the NACo card could be used. Ms. Farmer-Dumas agreed.

Mr. Coates stated that the NACo prescription drug card was an excellent program that would benefit County citizens, and he hoped that the press would publicize the program because of its benefits.

Mr. Chase asked whether the card was related to age or income. Ms. Farmer-Dumas replied that was no age or income restrictions.

Mr. Coates called for voice vote.

Ayes - Aylor, Chase, Coates, Hansohn, Nixon, Rosenberger, Walker

Motion carried 7 to 0.

3. Recommending to forward the concept of establishing technology zones to the Board for endorsement.

Mr. Sachs stated that the 2005 update of the Comprehensive Plan included a section on technology zones allowed under Virginia law and identified four locations in Culpeper that the Planning Commission and staff believed were good candidates for technology zones: (1) the Germanna Center for Advanced Technology and McDevitt Drive area; (2) the Wingspread property on Lovers Lane; (3) the property at Elkwood around Willow Run; and (4) a large 300-acre tract of land south of Brandy Station. He explained that technology zones had a limited life of 10 years, entities may offer special incentives to businesses that locate within the zones, and the local entity would make the determination of what types of businesses would receive the incentives and what those incentives were. He stated that the Economic Development Advisory Committee chose performance based eligibility criteria and built a matrix that considered the number of jobs, salary of those jobs, the amount of private investment and the size of the facility.

Based on where a company would fall in that matrix, points were awarded and the company could receive from a 80 percent to 20 percent benefit of the taxes they would pay the County for a period of three years.

Mr. Sachs stated that the Rules Committee was seeking the full Board's concurrence or endorsement of the concept of the technology zones and the incentives that would be offered prior to having staff prepare an ordinance for the Board's approval.

Mr. Walker agreed that the Rules Committee thought it was a good idea to move forward and obtain the Board's comments prior to directing staff to prepare an ordinance. He thanked Mrs. Hansohn for attending the Rules Committee meeting and participating in the discussion.

Mr. Sachs stated that Mrs. Hansohn had expressed a concern that retail businesses were not included in these technology zones. He said that the Economic Development Advisory Committee considered that issue and recommended that retail businesses should not be eligible to receive the benefits in technology zones.

Mrs. Hansohn asked what types of businesses would be included. Mr. Sachs replied that specific high tech businesses were not named so that the ordinance would not have to be constantly changed to keep pace with the quickly evolving technology industry. Mrs. Hansohn pointed out that businesses did not have to be high technology to be included in the zones. Mr. Sachs agreed, but noted that usually it was the high technology businesses that could invest large sums of money and pay higher wages.

Mr. Nixon asked whether the technology zones could be changed or amended and whether consideration had been given to including the Airpark since there were businesses coming to that area. Mr. Sachs replied that the ordinance could be amended if necessary to change the location of businesses. He agreed that other areas could certainly be considered since the intent was to attract new businesses.

Mr. Nixon stated that the Board would be approving the concept at this point, and staff would develop an ordinance with the actual criteria for the technology zones which would be reviewed by the Rules Committee prior to a public hearing and Board approval. Mr. Sachs agreed that he and Mr. Maddox would prepare the ordinance and bring it back to the Board through the appropriate channels.

Mr. Chase questioned the Rules Committee's authority to ask the staff to write an ordinance without having the Board's approval. Mr. Coates replied that the Board's support was being sought prior to further action by the Rules Committee. Mr. Chase stated it was the job of

committees to do the preliminary work before bringing recommendations to the full Board, but not to task staff to write an ordinance.

Mrs. Hansohn agreed with Mr. Chase. She pointed out that sometimes the committees were trying to save work, but it would be better to come to the Board first to obtain its input.

Mr. Walker stated that the Rules Committee could have proceeded with having an ordinance prepared, but elected to obtain the Board's input prior to moving forward.

4. Recommending that a presentation on eCivis, a grant-writing program, be made at the August Board meeting.

Ms. Nicole Haskins, Regional Manager of eCivis, provided background information on eCivis and explained that the company focused solely on grants and provided cost effective solutions that had assisted over 500 cities and counties. She said that eCivis could identify grants, decipher the content, ensure the grant was appropriate and provide a professional tool to quickly identify grants and route and review financial information of those grants so that the departments could apply for grants quicker.

Ms. Haskins explained that an ancillary benefit of the system was to build a tracking and monitoring system for current and new grants and to help identify financial and audit risks associated with grants. She stated that eCivis provided access to over 4000 State, Federal and foundation grants, as well as access to the company's proprietary research. She said that typically grants require clarification and verification so that the County would not be disqualified due to errors or omissions. She pointed out that staff would receive timely notices and would be updated on any new grants, changes to existing grants and save the information to institutional memory for future reference. She stated that training would be provided as part of the program to ensure that staff was kept informed of the newest regulations and rules on grants as well as the best practices on how to work with grants and how to increase funding for the creative projects that grants tend to fund. She pointed out that the system was extremely helpful to counties that worked with nonprofit organizations. The system would allow access to as many users as necessary who were seeking funding from grants.

Ms. Haskins provided information on return on the investment by citing Albemarle County's experience. That locality invested \$20,000 in the product, plus applications costs and small matches required, plus \$108,000 toward their grant effort in year one and received back \$9.3 million – a 614 to 1 return on investment that was actually average for their customers. She said there was typically a 5 to 10 percent of the budget being made up from grants due to the fact that staff was now able to benchmark, track, and monitor the process.

Ms. Haskins provided an example of the actual system where a department head or staff member logged into a web based system, quickly entered a search in looking for a fire truck, for example, and scrolling through every Federal, State and foundation grant that a local government could possibly apply for. Three to 10 grants were identified and the application process could begin from that point.

Mr. Chase questioned what eCivis could provide that a regular grant writer could not. Ms. Haskins replied that a grant writer was actually only writing the grant. She pointed out there were pre-award and post-award requirements and a grant writer could spend approximately 80 percent of his/her time researching a grant and 20 percent writing it. She said that eCivis would cut the the research time by 80 percent.

Mr. Chase and Ms. Haskins discussed the various duties of a grant writer and the time required to research and write a grant.

Mr. Nixon stated that he, Mr. Walker, and Mr. Bossio attended the Higher Innovation Government Technology Seminar and felt that eCivis was something that should be considered by the full Board. He believed it costs approximately \$10,000 per year to obtain the program. Ms. Haskins stated that the cost would depend upon the option chosen. Mr. Nixon felt it would be well worth the investment because the returns would be multifold.

Mr. Bossio stated that the research piece was very powerful because not only were the grants identified, but they were categorized by Federal, State and private grants. In addition, information was provided on three or four winning grants so that the proper format was available as well. He said that the program would help to alleviate his and Mrs. Lamb's concerns regarding the management of grants.

Mr. Chase asked what happened to the grant person the County had hired. Mr. Bossio replied that she was still writing and coordinating grants for the Department of Human Services. Mr. Chase asked whether she had obtained any grants. Mr. Bossio replied that she had been successful in obtaining grants for DHS.

Ms. Haskins stated that Culpeper was fortunate in having a grant coordinator and the program would assist her, as well as the various other departments, in accomplishing more in less time to help the County be more successful.

Mrs. Hansohn noted that this management tool could assist the different departments in writing grants and give them the references they would need. Mr. Bossio pointed out that not just the departments could use the tool, but anyone in the community would have access to the program.

Mr. Chase agreed it was useful to have a grant writer if he/she were productive.

Ms. Haskins stated that the proposal before the County included a license for every possible user that could be identified, and it would be especially useful to the nonprofit organizations.

Mrs. Hansohn mentioned that the program would be of particular use to the Culpeper Museum in identifying and obtaining grants, as well as to other entities within the County. She said that the Board received many requests for funds from nonprofit organizations during the budget process each year.

Mr. Walker stated that the management tool would also provide information quickly on how many grants the County had received and the total dollar amounts.

Ms. Haskins stated that she had provided Mr. Bossio with a proposal that would cost approximately \$10,000, not including training, for the County access, and since the County was a member of the Innovations Group, it would receive a discount for training that would bring the price to \$20,700 for one year's subscription.

Mr. Chase questioned whether training would be needed. Ms. Haskins replied that training would reduce the time spent researching available grants.

Mr. Coates stated that he appreciated the fact that the County could opt out of the program after one year if the Board was not satisfied, but he felt it would be an excellent investment for the County to make.

Mr. Nixon asked Mr. Bossio whether he felt the proposal presented by eCivis was beneficial to the County. Mr. Bossio replied that he believed it was beneficial, but he would discuss it further with Ms. Haskins, and come back before the Board with a firm proposal for consideration.

Mr. Coates asked whether the proposal would be for the calendar year or fiscal year. Ms. Haskins replied that the contract would be effective on the date it was signed.

See Attachment #1 for details of meeting.

PUBLIC WORKS COMMITTEE REPORT -JULY 11, 2006

Mrs. Hansohn reported that the Public Works Committee met, and there were no action items.

See Attachment #2 for details of meeting.

ECONOMIC DEVELOPMENT REPORT

Mr. Sachs provided the following economic development report:

1. The tour of Merilatt was conducted last month. The manager reported one of the major issues was that approximately 60 percent of the workforce was composed of legal alien workers and 40 percent of that number were non-English speaking. It was agreed that it was a major problem for all the businesses, and contact will be made with Germanna Community College to determine how the County's non-English speaking workforce could be educated to speak and understand English.
2. The labor study conducted by The Pathfinders from Dallas, Texas included the first analysis of the commuter work force and local workforce needs, which verified that approximately half of the County's workforce commuted every day. This is a well-educated group in terms of the percentages that have college or technical degrees. The inventory of the skills and experiences was very impressive in terms of the number of individuals qualified to work in almost every type of high technology jobs. The commuters spend approximately \$38 million a year in commuting expenses and miscellaneous purchases outside of the area and ways to capture those dollars will be explored.
3. Technology zones were discussed previously.

AIRPORT ADVISORY COMMITTEE REPORT – JULY 12, 2006

Mr. Bossio reported that the Airport Advisory Committee met, and there were no items to be forwarded to the full Board. He stated that Ms. Tanya Woodward had passed the written exam for Airport Executives and that exam usually had a 50 percent pass rate on the first attempt. He said Ms. Woodward was unable to be present, but he wished to publicly commend her for her accomplishment.

ADMINISTRATOR'S REPORT

Mr. Bossio announced that the Virginia Department of Taxation was offering a sales tax holiday for back-to-school purchases from August 4 through 6. Retail sales tax will not be charged for school supplies costing \$20 or less per item and for clothing and footwear costing \$100 or less per article.

Mr. Bossio reported that he, Mr. Walker, Mrs. Hansohn and Mr. Ramon Serrato visited the Bidwell Training Center of the National Center for Arts and Technology in Pittsburgh. He distributed pamphlets regarding the Center and its work.

Mrs. Hansohn thanked Mr. Bossio for flying the group to Pittsburgh. She said the Center was started by Mr. Strickland in Pittsburgh to educate unskilled and uneducated people in various fields, such as horticulture, culinary arts, and audio-video programs. She said the Center received funding from several large corporations such as the Heinz Corporation and

Bayer Corporation. She stated the program was innovative and Mr. Strickland was interested in coming to Culpeper to visit Piedmont Tech and share his expertise.

Mr. Walker agreed that the Center was extremely innovative. He said he heard Mr. Strickland speak earlier at a conference and it was helpful to see the site firsthand. He noted that one of the interesting things he learned was that Mr. Strickland was replicating the Center in San Francisco, New Orleans, Grand Rapids, and Cedar Rapids, and Richmond; and he was willing to assist Culpeper. There is no cost to the students who participate and those who graduate find employment in the 90 to 100 percent range. He said a number of businesses in Pittsburgh were waiting for his workforce to graduate because they are so well trained and were ready to begin work immediately.

Mrs. Hansohn stated that one of the public school superintendents in Pittsburgh was so impressed with this Center that he was allowing Mr. Strickland and his staff to manage one of the area's K-8 schools and to use their technique to determine its success.

CLOSED SESSION

Mr. Nixon moved to enter into closed session, as permitted under the following *Virginia Code* Sections, and for the following reasons:

1. Under *Virginia Code* §2.2-3711(A)(1), to consider: (A) Readvertising for an appointment to the Agricultural Resource Advisory Committee; (B) readvertising for an appointment to the Agricultural and Forestal District Advisory Committee; (C) advertising for an appointment to the Parks & Recreation Advisory Committee; (D) interviewing three Assistant County Attorney applicants; and (E) discussing salary adjustments of three personnel.
2. Under *Virginia Code* §2.2-3711(A)(3), (A)(7) & (A)(30), for discussion with legal counsel and staff to consider alternative real estate options for the relocation of a specific agency, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County.
3. Under *Virginia Code* §2.2-3711(A)(5) & (A)(7), for discussion with legal counsel and staff to consider a new, prospective business in the County, which has not previously been announced.
4. Under *Virginia Code* §2.2-3711(A)(1) & (A)(7), for discussion with legal counsel and staff concerning the performance of a specific County agency and its staff.
5. Under *Virginia Code* §2.2-3711(A)(7), for discussion with legal counsel and staff probable litigation concerning changes in ordinances where discussion in an open meeting would adversely affect the negotiating and litigation posture of the County.

6. Under *Virginia Code* §2.2-3711(A)(3), (A)(7) & (A)(30), for discussion with legal counsel and staff regarding the negotiation of an agreement with a specific private developer regarding water and sewer systems to be built south of Town and turned over to the County, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County.

7. Under *Virginia Code* §2.2-3711(A)(3), (A)(7) & (A)(30), for discussion with legal counsel and staff regarding the negotiations with a private company to purchase real property in the Town of Culpeper and associated lease, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County.

8. Under *Virginia Code* §2.2-3711(A)(7) & (A)(30), for discussion with legal counsel and staff regarding negotiations of a contract concerning the construction of a wastewater treatment plant where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the County.

Seconded by Mrs. Hansohn.

Mr. Coates called for voice vote.

Ayes - Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Nay - Chase

Motion carried 6 to 1.

The Board entered into closed session at 2:00 p.m.

The Board returned to open session at 6:20 p.m.

Mr. Coates polled the members of the Board regarding the closed session held. He asked the individual Board members to certify that to the best of their knowledge, did they certify that (1) only public business matters lawfully exempted from the open meeting requirements under Virginia Freedom of Information Act, and (2) only such public business matters as were identified in the closed session motion by which the closed meeting was convened, were heard, discussed or considered by the Board in the closed session.

Mr. Coates asked that the record show that Mr. Chase was not present for the Closed Session.

Ayes - Aylor, Walker, Coates, Nixon, Rosenberger, Hansohn

Absent - Chase

Motion carried 6 to 0.

RE: READVERTISE VACANCY ON AGRICULTURAL RESOURCE ADVISORY COMMITTEE

Mr. Nixon moved, seconded by Mrs. Hansohn, to readvertise for appointment to the Agricultural Resource Advisory Committee to fill a vacancy for a three-year term.

Mr. Coates called for voice vote.

Ayes – Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Absent – Chase

Motion carried 6 to 0.

RE: APPOINTMENT TO AGRICULTURAL AND FORESTAL DISTRICT ADVISORY COMMITTEE

Mr. Nixon moved, seconded by Mr. Aylor, to appoint Steve A. Swan to the Agricultural and Forestal Districts Advisory Committee to represent the Stevensburg Magisterial District for a four-year term.

Mr. Coates called for voice vote.

Ayes – Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Absent – Chase

Motion carried 6 to 0.

RE: RESIGNATION FROM THE PARKS & RECREATION ADVISORY COMMITTEE

Mr. Nixon moved, seconded by Mr. Walker, to regretfully accept the resignation of Paul Walther from the Parks & Recreation Advisory Committee representing the West Fairfax District, and authorize advertising for this vacancy.

Mr. Coates called for voice vote.

Ayes – Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Absent – Chase

Motion carried 6 to 0.

RE: WACHOVIA BANK

Mr. Nixon moved, seconded by Mr. Walker, that the County move forward with the purchase agreement with the Wachovia Bank and authorize advertising for a public hearing on a lease back to Wachovia.

Mr. Coates called for voice vote.

Ayes – Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Absent – Chase

Motion carried 6 to 0.

RE: AWARD OF CONTRACT FOR WASTEWATER TREATMENT PLANT FOR CLEVENGERS VILLAGE

Mr. Nixon moved, seconded by Mr. Aylor, to award the contract PW-06-001 for the Clevengers Village Wastewater Treatment Plant to Ulliman Schutte Construction LLC, in the amount of \$10,927,000.

Mr. Coates called for voice vote.

Ayes – Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Absent – Chase

Motion carried 6 to 0.

RE: 2 PARTY AGREEMENT BETWEEN THE COUNTY AND LAKE RIDGE VENTURES, LLC

Mr. Nixon moved, seconded by Mr. Aylor, for the approval of the two party agreement between the County Board of Supervisors and Lake Ridge Ventures, LLC, for the construction of a water and sewer system, including an elevated water tank at the Lake Ridge site.

Mr. Coates called for voice vote.

Ayes – Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Absent – Chase

Motion carried 6 to 0.

RE: 4 PARTY AGREEMENT BETWEEN THE COUNTY

Mr. Nixon moved, seconded by Mrs. Hansohn, for the approval of the four-party agreement for the assignment and performance of certain proffered conditions and responsibilities between the Culpeper Board of Supervisors and Lake Ridge Ventures, LLC, the Town of Culpeper, and the Three Flags Culpeper LLC.

Mr. Coates called for voice vote.

Ayes – Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Absent – Chase

Motion carried 6 to 0.

RE: RESOLUTION REQUESTING WATER AND SEWER FROM THE TOWN

Mr. Nixon moved, seconded by Mr. Aylor, for approval of a resolution requesting water and sewer capacity for the Lake Ridge project from the Town of Culpeper pursuant to the June 3, 2003 agreement with the Town.

Mr. Coates called for voice vote.

Ayes – Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Absent – Chase

Motion carried 6 to 0.

Mr. Rosenberger noted for clarification that Mr. Swan was appointed to the Agricultural

and Forestal Districts Advisory Committee and the members do not represent any specific district. Mr. Coates noted that motion would be corrected to read “to appoint Steve A. Swan to the Agricultural and Forestal Districts Advisory Committee”.

ADJOURNMENT

Mrs. Hansohn moved to adjourn at 6:25 p.m. Seconded by Mr. Walker.

Mr. Coates called for voice vote.

Ayes – Aylor, Coates, Hansohn, Nixon, Rosenberger, Walker

Absent – Chase

Motion carried 6 to 0.

Peggy S. Crane, CMC
Deputy Clerk

John F. Coates, Chairman

Frank T. Bossio
Clerk to the Board

APPROVED: September 5, 2006